HR Links Roles

Most employees automatically receive the roles they need in HR Links. For example, all employees are given an "employee" role, and all supervisors are given a supervisor role.

If you work in HR, or if your job requires you to perform additional functions in the system, you may need more roles. Use the table below to determine the role(s) you need, then request the roles in EARS, GSA's access request system. If the role you are requesting requires specific row level security, please indicate the Department IDs you need access to in the Remarks/Comments text box.

HR Links Sub-System (Category shown in EARS)	This Role is For	Role Name	Role Description
HRLinks - SSO Admin	Administrative Staff across GSA Services and Staff Offices	GSA SSO PAR Initiator	Gives administrative staff across GSAs Services and Staff offices (SSO) the ability to initiate personnel action requests (PARs)
		GSA ePerformance Support	Used by administrative personnel to manage performance plans and initiate appraisals for their supervisor's direct reports.
HRLinks - Time and Leave	Staff who manage labor codes, time or leave for employees	GSA Labor Administrator	Creates labor codes and modifies validation records for labor values. This role is only for CFO Staff.
		GSA Labor Entry	Creates labor codes. This role is only for CFO Staff.
		GSA Time Administrator	Coordinates timekeepers and additional timekeeping duties. Can certify time entry as needed
		GSA Time Keeper	Submits, corrects, and amends time on behalf of employees
		GSA Time and Leave Read-Only	Grants ability to view employee time and leave information in HR Links
HRLinks - OHRM	GSA HR Staff	GSA Benefits Administrator	Manages employee benefit elections. This role is only for HR Specialists in the Retirement and Benefits Center.
		GSA Checklist	Administers checklists that employees receive upon Transfer or Separation
		GSA Classification	Reviews Personnel Action Requestsfrom a classification perspective as they progress through workflow
		GSA Communication	Establishes and maintains system-generated email notifications. This role is only for members of the HR

			Hub Admin	Technology Center team.
			GSA Company Directory	Provides a view into GSA's position hierarchy
			GSA Extended Absence Administrator	Gives designated OHRM personnel the ability to approve Paid Parental Leave. This role is only for ER/LR Specialists.
			GSA HR Administrator	Processes personnel actions for GSA or CABS, including mass actions, retro actions, cancellations and corrections. This role is only for staff in the Personnel Processing and Records Management (PPRM) Center.
			GSA HR Handicap RNO	Views employee disability and Race and National Origin data
			GSA HR Matrix Manager Admin	Establishes and Maintains Matrix Teams in scenarios in which users are unable to do so on their own.
			GSA HR Position Manager	Creates, modifies, or deletes positions. This role is only for staff in the PPRM Center.
			GSA HR Specialist	HR Specialists with the ability to initiate and process personnel actions. This role is primarily for Staffing and ER/LR Staff in the HR Service Centers.
			GSA HR Specialist Read Only	View only access to the GSA HR Specialist Role. Not able to initiate or process personnel actions from this role.
			GSA HR View Only	View of HR actions on an employee with no ability to alter
			GSA Emergency Contact	Grants ability to view employee Emergency Contact information
			GSA Telework Coordinator	Used by OHRM personnel to manage employee telework agreement forms
			GSA Workflow Routing Admin	Establishes and maintains workflow routing control profiles. This role is only for members of the OHRM HR Technology team.
			GSA ePerformance Admin	Performance Management Super User with the ability to cancel, transfer, reopen, create and view documents
			GSA01 Federal PAR Admin	This role is responsible for administering the Approval transactions of Federal Create/View Personnel Action Request functionality for GSA01. This role is only for staff in the PPRM Center.
			GSA01 MSS Admin	Allows the user to view the status of any Personnel Action Request initiated via Manager and Admin Self Service (MSS Admin). The user can reassign, approve or deny any transaction.

		GSA02 Federal PAR Admin	This role is responsible for administering the Approval transactions of Federal Create/View Personnel Action Request functionality for GSA02. This role is only for PPRM and OIG.
		GSA03 Federal PAR Admin	This role is responsible for administering the Approval transactions of Federal Create/View Personnel Action Request functionality for GSA03. This role is only for PPRM and GSA CABS.
		GSA_Workers_Compensation	Manager Workers Compensation for employees
HRLinks - Budget	OCFO budget users	GSA Budget	Used by budget POCs to approve or deny personnel actions (with a financial impact) and route through approval chain to HR for processing. This role is for only the CFO.
HRLinks - Reporting	OHRM, GSA IT and OCFO users who manage HR data and reports	GSA Query Writer	Ability to create queries ad hoc
		GSA TL Query Viewer	Can pull data from the Time and Labor tables/views in HRLinks.
		GSA_Query_Writer_Super	Access to read all tables available to GSA not covered in the Query Writer and TL Query Writer roles
HRLinks - Security	GSA personnel who handle employee IT security	GSA HR Table Administrator	Updates/administers HR Links tables that GSA is responsible for maintaining. This role is only for GSA IT, PPRM and OIG.
		GSA Notification	Notification to IT/Security
		GSA Security Clearance	Access to the security clearance process pages In HR Links
		GSA User Security	Adjusts individual user security roles
HRLinks - CAB	HR Staff who service Commissions and Boards	GSA CABS Benefits Specialist	Processes benefit actions for CABS employees. This role is only for GSA CABS Specialists.
		GSA CABS HR Assistant	Codes and initiates actions for CABS. This role is only for GSA CABS Specialists.
		GSA CABS HR Quality Reviewer	Reviews CABS actions before being processed by PPRM. This role is only for GSA CABS Specialists.
		GSA CABS HR	Initiates and reviews actions for CABS. This role is only

		Specialist	for GSA CABS Specialists.
		GSA CABS Notification	Receives notifications related to CABS actions. This role is only for GSA CABS Specialists.
HRLinks - OIG	HR Staff who service GSA OIG	GSA OIG Benefits Administrator	Manage benefits-related transactions and approvals. This role is only for GSA OIG Specialists.
		GSA OIG Classification	Classifies position descriptions & Approves/Denies Actions through Workflow for OIG. This role is only for GSA OIG Specialists.
		GSA OIG ERLR Specialist	HR Specialist with the ability to see ER/LR data. This role is only for GSA OIG Specialists.
		GSA OIG HR Administrator	Allows approval of certain transactions. This role is only for GSA OIG Specialists.
		GSA OIG HR Specialist	Processes any action completely for OIG. This role is only for GSA OIG Specialists.
		GSA OIG Investigator	Allows OIG Supervisory Criminal Investigators to have access to the Company Directory Tile. This role is only for GSA OIG.
		GSA OIG Position Manager	Creates, modifies, or deletes positions for OIG. This role is only for GSA OIG Specialists.
		GSA OIG Time Administrator RO	Allows employees requesting the role the ability to read only to view employee's time information. This role is only for GSA OIG.
		GSA OIG ePerformance Admin	Performance Management Super User with the ability to cancel, transfer, reopen, create and view documents. This role is only for GSA OIG Specialists.
		GSA OIG ePerformance Admin RO	Allows employees requesting the role the ability to read only to view employee's performance information. This role is only for GSA OIG Specialists.
HRLinks - Help Desk	Staff who respond to HR Links Phire tickets on given functional areas	GSA_HD_BEN	Work HRLinks Phire Tickets for Benefits
		GSA_HD_CABS	Work HRLinks Phire Tickets for the Commissions and Boards
		GSA_HD_CABS_TECH	Work HRLinks Phire Tickets for technical issues for the Commissions and Boards
		GSA_HD_HR	Work HRLinks Phire Tickets for HR issues
		GSA_HD_PM	Work HRLinks Phire Tickets for the Performance Management
		GSA_HD_TECH	Work HRLinks Phire Tickets for technical issues
		GSA_HD_TELEWORK	Work HRLinks Phire tickets for Telework

		GSA_HD_TL	Work HRLinks Phire Tickets for Time and Labor